

# Schedule of Reminders for Certifications

**First Reminder** is issued 4 weeks before expiry date

*-advise that either renewal or final report is due in 4 weeks*

**Second Reminder** is issued 3 weeks before expiry date

*-advise that either renewal or final report is due in 3 weeks*

**Third Reminder** is issued 1 week before expiry date

*-advise that either renewal or final report is due in 1 week*

**Final notice** is issued on due date to inform researcher that their certification has expired and their project has been suspended, their funds have been frozen, and their access to the certification committee has been limited.